

15 March 2005



USAG Directorate of Human Resources (DHR) Bulletin

Director's Comments

I receive an electronic newsletter from Executive Coach. The other day this group sent an article titled, *"The Top 10 Standards to Develop for Yourself."* To me they are items a person needs for a successful career, and rewarding life. Some of the standards are innate, yet some we learn and require us to work on and improve. The 10 Standards they listed: ***Honesty - Integrity - Power - Commitment - Acceptance - Tolerance - Pace - Reserve - Fitness - Communication/Relationships.***

Standards are what we do for ourselves or behaviors to which we willingly adhere. The Army Values are standards, some of which are listed above. DHR is the Fort Detrick Community organization ready to assist you to achieve your standards. If you are interested in the full article send an email to Vince Fiammetta.

Edward L. Nolan, Acting Director, Human Resources
301-619-2858



Military Personnel Division (MPD)

Community Support Center
Building 1520, Room 139A
Phone: 301-619-7311

1. **Officer Promotion Board.** The board is the FY05 Lieutenant Colonel, Army Nurse Corps (AN), Medical Service Corps (MS), Army Medical Specialist Corps (SP), and Veterinary Corps (VC). We put a suspense date of 1 Mar 05. The memo states that signed ORB have to be up there before the convene date of the board which is 15 Mar 05.
2. **Armed Force Retirees** The Retired Council meeting is held the 2nd Monday of the month at 7:00 PM. The next meeting is scheduled for 14 MAR 05, Bdg 1520, classroom 5.
3. **Pre-separation Briefing.** A pre-separation briefing is scheduled for 16-18 March 2005 call 301-619-6636 or sign up on-line at <http://www.detrick.army.mil/wellbeing/index.cfm?page=acs/etpr&nav=etpr&type=register> Pre-separation briefings are mandatory for all Soldiers separating.
4. **Pre-retirement Briefing** A pre-retirement briefing is scheduled for 20-22 April 2005 call 301-619-6636 or sign up on-line at <http://www.detrick.army.mil/wellbeing/index.cfm?page=acs/etpr&nav=etpr&type=register> . Pre-retirement Briefing is mandatory for all Soldiers retiring.
5. **ID Cards for Retired Civilian** Recently, the Deputy Installation Commander granted former government civilian employees who retired from Fort Detrick or Fort Ritchie access to the Morale, Welfare and Recreation Facilities at Fort Detrick. Family members of these

retired civilian are also granted access to Fort Detrick's MWR facilities. This identification card will give the card holder access to MWR facilities at Fort Detrick only. The Military Personnel Division, ID Card Section in the Community Support Center, Bldg 1520, Room 139A will issue the ID Card when a properly completed application with documentation is presented. The retired member must present a Standard Form 50(Notification of Personnel Action), showing retirement from Fort Detrick and picture identification, such as driver's license. Applications for this card are available at the Military Personnel Division. When a card is requested for a family member of a retired civilian, the sponsor must sign application in front of the MPD verifying official in the ID Card Section, or the signature must be notarized. Additional supporting documentation is required for family members. For complete details and further information please phone 301-619-7311.

6. Reassignment Briefing The soldiers listed are scheduled the levy briefing on 16 March 2005 in BLDG 1520 Freedman Drive, ATC Room in Education Center at 0800 hours.

7. Army-wide Personnel Asset Inventory (PAI). The CSA has directed that all Army units performed a PAI during the period of 15-30 April 2005. Additional information has been forwarded to the units.

8. Enlisted Promotion. The Department of Army has implemented a new promotion list integration for soldiers who hold the rank of Specialist. All Army Specialist who are otherwise eligible for promotion to Sergeant and have 46 months time in service and 10 months time in grade will be given 350 promotion points without a board appearance effective 1 Apr 05. Additionally, soldiers who meet this criteria will have their RCP (Retention Control Point) adjusted from 10 years to 15 years. The promotion by-name list will be published NLT 14 Mar 05 for those soldiers who have appeared before a promotion board. A second by name list will be published for those soldiers selected from the integrated list based on the needs of the Army.

Any questions concerning this new Army directive can contact the Military Personnel Division at 301-619-3286.



Detrick Center for Training & Educational Excellence

Community Support Center

Hours of Operations:

**Building 1520
301-619-2854**

**Mon-Thurs: 0730-2000
Fri: 0730-1700
Sat: 0900-1300**

UPCOMING TRAINING

25 Mar	25 Mar	Sign Language (Cultural Sensitivity Workshop)
5 Apr	5 Apr	Meeting, Roles and Tools
5 Apr	5 Apr	Lunch and Learn (Topic: Staying Positive in a Negative World) 90 minute session
06 Apr	06 Apr	HAZCOM

06 Apr	07 Apr	Financial & Retirement Planning, Federal Benefits and TSP Planning
12 Apr	12 Apr	Lunch and Learn (Topic: Being an Indispensable Employee) 90 minute session
19 Apr	19 Apr	Lunch and Learn (Topic: Whose time is it anyway) 90 minute
19 Apr	19 Apr	Facilitation Skills for Team Leaders
20 Apr	20 Apr	Customer Service
26 Apr	26 Apr	Lunch and Learn (Topic: The Smarter Image) 90 minute session
04 May	05 May	Better Office Skills
5 May	11 Aug	Public Program MGMT-Florida tech
17 May	19 May	Planning for Retirement
24 May	24 May	Better Business Writing
24 May	27 May	Contracting Officer Representative Course
31 May	2 Jun	Project Management
06 Jun	10 Jun	Army Leadership Education and Development (LEAD)
21 Jun	22 Jun	Accounting for Non-Accountants
2 Aug	2 Aug	Leadership for Women
03 Aug	04 Aug	Financial and Benefits
22-Aug	22-Aug	ARIMS

Green: No cost instruction.

NEW!!! Lunch and Learn Self Improvement classes. DCTEE and Frederick Community College are hosting four 90 minute classes every Tuesday during the month of April 2005. These session are offered free to all employees. The classes are held from 1100-1230 every Tuesday in April at the Community Activities Center (CAC) Bldg 718.

Click here <http://www.detrick.army.mil/dctee/training/index.cfm> to view course descriptions and registration requirements.

Call: 301-619-7554 or 301-619-3360.

LEAD Facilitators Wanted

DCTEE is looking for personnel interested in becoming a LEAD Facilitator. We currently have three on Post.

Course Title: Leadership Education and Development (LEAD) Train-the-Trainer (TTT)

Purpose: To train DA personnel at the installation/activity level to facilitate the LEAD course locally.

Description: The LEAD TTT course provides instruction in practical application of leadership doctrine and competencies including professional ethics, counseling skills, communications, group development theory, team building, motivation, problem solving and decision making, and co-facilitating skills required to successfully facilitate the LEAD course. Daily homework and a written journal are required.

Requirements: POC: 301-619-2857.

On-Line Training: Please note that the Army Learning Center located in Bldg 1520; DCTEE has 18 computer stations available to conduct on-line training. This service is available to all Fort Detrick personnel. If you are having difficulty meeting your educational needs at your work station, please make use of this valuable asset.

UPCOMING EDUCATION OPPORTUNITIES

Temporary Change to Counseling and Testing Services at the DCTEE - Due to a medical leave of absence of one of the academic counselors it is strongly suggested that you call before visiting the DCTEE. We pride ourselves on timely service; please bear with us during this temporary staff shortage.

College Advisors Visit the DCTEE

March

31 **Mount Saint Mary's University, Frederick Campus.** Do you have unfinished business? Mount Saint Mary's University offers accelerated degree completion programs for Business, Criminal Justice and classes are held one evening per week in five or eight week sessions at the Frederick Campus near the Francis Scott Key Mall.

**Come and learn more about our programs.
Meet with an advisor 30 March from 1600-1800 at the DCTEE.
REFRESHMENTS and PRIZE DRAWING !!!**

April

04 University of Phoenix, 1000-1330

07 Mountain State University, 1030-1330

18 University of Phoenix, 1000-1330

21 University of Maryland University College, Undergraduate 1100-1400

Frederick Community College Course – CMSP 103-FD, Speech Fundamentals, to be held at Fort Detrick, building 1520 (DCTEE),

21 March – 9 May, Monday and Wednesday, 1800-2000. Registration is ongoing at the college.



Combined Medical Training and Education Center

Combined Medical Education and Training Center: Training Opportunities

MARCH/APRIL

CPR Classes:



Healthcare Provider Refresher Course, 0900-1300, 21 MAR 05

Healthcare Provider Course, 0900-1630, 1 APR 05

Basic Life Support Instructor Course: 0900-1630, 29-30 MAR 05

Combat Lifesaver Courses: Re-certification Course (8 hrs), 0900-1630, 31 MAR 05

NREMT-Basic Course (120 hrs.): 0900-1630, 4-30 APR 05

All courses are conducted in classroom 1, building 1520. For more information concerning enrollment please contact Mr. Hernandez at extension 3-3313 or visit our website at <http://www.detrack.army.mil/dctee/index.cfm>.



Army Substance Abuse Program (ASAP)

Parents Who Quit Early Have Kids Who Quit, Too

Parents who quit smoking when their children are young are more likely to have kids who don't smoke or quit as young adults, according to researchers at the Fred Hutchinson Cancer Research Center.

"We found that parents quitting smoking early, before their children reach third grade, is associated with nearly double the chances that their children would quit smoking in young adulthood," said Jonathan Bricker, Ph.D., a clinical psychologist and staff scientist at the center's Public Health Sciences Division. A previous study by Bricker and colleagues found that parents who quit early were more likely to have kids who did not smoke.

On the other hand, parents who did not quit smoking themselves until their kids were in grades 3-12 had no impact on whether their children later quit smoking.

"Overall, these findings suggest that helping parents quit smoking should be considered in future public-health interventions that target youth smoking," said Bricker.

The research was published in the March 2005 issue of the journal *Addiction*.

ASAP EDUCATION MASTER CALENDAR - FY 2005

Here are instructions to help everybody view upcoming ASAP training in FY 05(It was posted just before the end of FY 04)

1. Click on the following link or copy it and paste it into the address line on your browser <http://www.detrack.army.mil/usag/dhr/asap/index.cfm> .
2. Scroll down until you see the **ASAP Master Training Calendar**.
3. Any questions and or concerns about projected ASAP training issues should be referred to Mr. Daniel Hocker at 3-2120 and or Mr. Womack at 3-3409.

All classes, with the exception of the Special Presentations, will be held in building 1520.

* Special Presentations will be held in Strough Auditorium.

BASIC UPL COURSE - Required 40-hour training for newly assigned unit prevention leader. Includes training on drugs and alcohol, biochemical testing and substance abuse prevention.

ADVANCED UPL WORKSHOP- 2-hour training to bring UPLs up to date on the latest research, regulations and policies changes. All UPLs must attend every 6 months to keep certification current.

ADAPT Education - A 3-day class primarily for individuals who have had a recent alcohol or drug incident. This class is Army certified and will satisfy alcohol & drug education requirements imposed by civilian judges and Probation Officers in most States.

SPECIAL Presentations – These 1 ½ hour special topic presentations are presented to multiple unit audiences at Stough Auditorium. Attendance at these presentations will satisfy two of the four hours of the unit's and 2 for civilian employee's annual alcohol and drug awareness-training requirement.

BDE/BN UPL MEETINGS – Required quarterly 1-hour update/dissemination meetings with the Bde/Bn level UPLs.

Fisher House program: Fisher House program is a unique private-public partnership that supports America's military in their time of need. The program recognizes the special sacrifices of our men and women in uniform and the hardships of military service by meeting a humanitarian need beyond that normally provided by the Departments of Defense and Veterans Affairs. For more information and how you can help, please follow this link. <http://www.fisherhouse.org/>

FAST FACTS

- Soldiers are reminded that all requests for tuition assistance, DA Form 2171-E, must be fully processed **PRIOR** to the start of the anticipated course date.
- Training: To search for an ATRRS (Army Training Requirements and Resources System) course you can visit the ATRRS Homepage web site. Here you will find the ATRRS catalog. Follow these instructions. Enter web site: <https://www.atrrs.army.mil/>

On the ATRRS Home page to the right you will see course catalog. Click on the word "Here". Contact the DCTEE for the registration form and more information.

- **Reserving Classrooms in DCTEE Bldg 1520**

The following procedure is encouraged for those of you who have access to the AMEDD folder in Outlook. It will help you locate a classroom prior to making a reservation.

- Go to Public folders,
- Click on AMEDD,
- Click on DET,
- Click on DCTEE: Check all classroom calendars for availability.

When you find a classroom:

- Click on the following link or copy it and paste it into the address line on your browser
<http://www.detrick.army.mil/dctee/roomreservation.cfm>
- On the left side of the page, scroll down to "Classroom Reservations"
- Fill out the required fields on the request form and submit.

Your request will be processed by DCTEE and your classroom reserved. An e-mail will be sent to you confirming the room.